



DISPOSITION OF HEARINGS/COURT CASES

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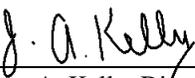
I. POLICY

Upon any occasion for the removal of a case file from the FED office such as a court case or hearing, but not limited to, the reporting agent/inspector will complete a Case Disposition form, the form should be logged and reported in the file logbook upon return of the case file to the FED office.

II. PROCEDURES

1. The agent/inspector will return the case report and *Case Disposition* form to his/her supervisor, schedule permitting, within 2 business days of the hearing or court date. If the case is continued or postponed, the *Case Disposition* form shall reflect the appropriate situation. **A *Case Disposition* form shall be submitted to your supervisor for each appearance in court. Evidence shall not be retained by the agent for more than a two-business day period, excluding weekends.**
2. Supervisors will review the *Case Disposition* form, for accuracy approve the document with their signature and date. The supervisor will then forward the report to the Assistant Director's designee. The Assistant Director's designee will close out the case report and forward a copy of *Case Disposition* form to the property room manager.
3. Evidence that is in the FED employee's possession shall be returned to the holding room along with the property record.

III. CANCELLATION: None.



Jeffrey A. Kelly, Director